

# CITY ATTORNEY



## MISSION STATEMENT

The mission of the Burbank City Attorney's Office is to provide sound, timely and cost effective legal advice and representation to the City Council, Commissions, Boards, City officers and staff. The Office is committed to working with staff in carrying out City Council policies and goals. The City Attorney's Office zealously defends and pursues litigation filed against, or by, the City; and fairly and ethically prosecutes misdemeanors and infractions committed within the City.

## ABOUT CITY ATTORNEY

The City Attorney is appointed by the City Council as the City's top legal advisor. The Office is comprised of three divisions: Departmental Services and Administration, Litigation and Prosecution with ten support attorneys, one paralegal, one administrator and six support staff members.

## OBJECTIVES

- Operate a highly ethical, efficient and effective office by maintaining a well-trained and experienced staff.
- Be an integral part of the City team to avoid or resolve legal issues at the earliest time possible.
- Support City staff in carrying out City Council's goals, not only by giving sound legal advice, but by assisting in formulating solutions.

## CHANGES FROM PRIOR YEAR

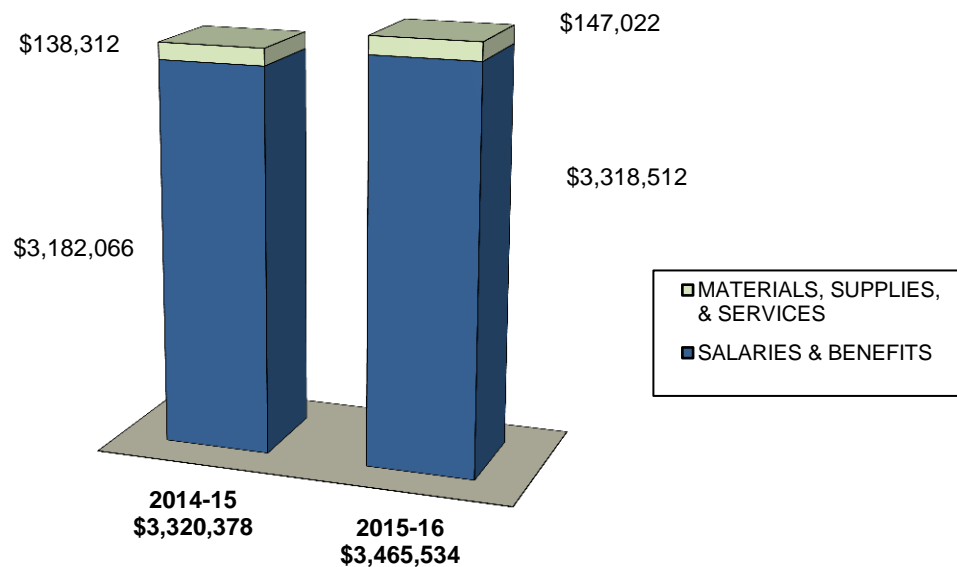
There are very minor changes to the City Attorney's Office budget this year. Funds were moved between accounts to support specific anticipated cost changes; however, no increases were made to the overall materials, supplies and services budget.

## DEPARTMENT SUMMARY

	EXPENDITURES 2013-14	BUDGET 2014-15	BUDGET 2015-16	CHANGE FROM PRIOR YEAR
Staff Years	19.000	19.000	19.000	
Salaries & Benefits	\$ 3,134,187	\$ 3,182,066	\$ 3,318,512	\$ 136,446
Materials, Supplies, Services	134,317	138,312	147,022	8,710
<b>TOTAL</b>	<b>\$ 3,268,504</b>	<b>\$ 3,320,378</b>	<b>\$ 3,465,534</b>	<b>\$ 145,156</b>



## DEPARTMENT SUMMARY



### 2014-15 WORK PROGRAM HIGHLIGHTS

- Continued implementation of Theft Outreach Program and Office Hearing Program within the Prosecution Division.
- Collected over \$115,000 in restitution for victims.
- Provided City website updates on Police litigation costs on a more frequent basis.
- Provided citywide and department specific training on several topics including: Brown Act, California Environmental Quality Act (CEQA) Overview, Workplace Harassment Prevention, Mandated Reporting (Suspected Child Abuse), Subpoena and Supervisory 101 Training.
- Participated in the Airport Land Use Working Group to fulfill the requirements of the City's and Airport Authority's Development Agreement.

### 2015-16 WORK PROGRAM GOALS

- Continue to consult with City departments and make recommendations for liability prevention based on claims received or lawsuits filed against the City.
- Update Professional Services Agreement (PSA) templates on BEN for Citywide use and create a checklist on the process.
- Work with the Management Services and Financial Services Departments to streamline insurance approval process.
- Support a well-informed workforce by providing new training programs such as Everyday Ethics and PSA Training as well as Brown Act, Police Internal Training, Workplace Harassment Prevention, Mandated Reporting and New Supervisor Trainings.

# Departmental Services and Administration Division

## 001.CA01A



The overall goal of this Division is to carry out the policies and directives established by the City Council. This Division provides legal opinions addressing complex legal issues; prepares or reviews all resolutions and ordinances; and drafts, negotiates, reviews and approves contracts from the routine to the very complex. Division attorneys, in addition to the City Attorney, advise Boards, Commissions and City staff on all legal matters such as land use, real estate, personnel and contracts. This Division dedicates attorneys to the specialized legal needs of BWP. This Division also handles administrative functions of the City Attorney's Office. Lastly, the Office provides ongoing in-service training to City staff, as well as elected and appointed officials.

		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		9.100	9.100	9.600	0.500
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 1,248,050	\$ 1,262,984	\$ 1,343,135	\$ 80,151
60012	Fringe Benefits	346,001	190,181	171,363	(18,818)
60012.1008	Fringe Benefits - Retiree Benefits		4,550	4,781	231
60012.1509	Fringe Benefits - Pension	64,721	241,344	273,232	31,888
60012.1528	Fringe Benefits - Workers Comp	44,279	14,729	15,538	809
60022	Car Allowance	4,110	4,488	4,488	
60027	Taxes Non-Safety			19,475	19,475
60031	Payroll Adjustment	27,948			
		<b>1,735,109</b>	<b>1,718,276</b>	<b>1,832,012</b>	<b>113,736</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62300	Special Departmental Supplies	\$ 115	\$ 109	\$ 109	
62310	Office Supplies	7,756	7,807	7,807	
62425	Library Resource Materials	27,387	38,047	34,350	(3,697)
62440	Office Equip Maint & Repairs	501	550	1,050	500
62455	Equipment Rentals	8,997	9,270	12,317	3,047
62700	Memberships & Dues	6,085	6,500	6,500	
62710	Travel	637	1,655	1,655	
62755	Training	10,605	15,100	15,100	
62895	Miscellaneous	1,149	1,280	1,280	
<b>NON-DISCRETIONARY</b>					
62220	Insurance	12,998	13,234	16,210	2,976
62485	F535 Comm Equip Rental	12,408	10,967	10,967	
62496	F537 Computer Equip Rental	13,679	13,712	18,415	4,703
		<b>102,317</b>	<b>118,231</b>	<b>125,760</b>	<b>7,529</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,837,426</b>	<b>\$ 1,836,507</b>	<b>\$ 1,957,772</b>	<b>\$ 121,265</b>

# Litigation Division

## 001.CA02A



The Litigation Division is responsible for representing the City, its officers and employees in litigation filed by and against the City, as well as assisting in the administration of governmental tort claims filed against the City. Litigation ranges from simple trip and fall and other allegations of dangerous conditions to complex multi-party civil rights or employment cases, as well as litigation concerning issues unique to public agencies. This Division also monitors outside counsel and interacts proactively with various City departments to implement best practices and policies to prevent/decrease the City's liability exposure.

		<b>EXPENDITURES FY 2013-14</b>	<b>BUDGET FY 2014-15</b>	<b>BUDGET FY 2015-16</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>STAFF YEARS</b>		4.800	4.800	4.300	(0.500)
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 499,624	\$ 521,672	\$ 519,444	\$ (2,228)
60012	Fringe Benefits	151,657	88,612	70,206	(18,406)
60012.1008	Fringe Benefits - Retiree Benefits		2,400	2,141	(259)
60012.1509	Fringe Benefits - Pension	15,668	99,058	107,052	7,994
60012.1528	Fringe Benefits - Workers Comp	20,367	7,993	6,587	(1,406)
60022	Car Allowance	482			
60027	Taxes Non-Safety			7,532	7,532
60031	Payroll Adjustment	11,922			
		<b>699,720</b>	<b>719,735</b>	<b>712,962</b>	<b>(6,773)</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62140	Special Services	\$ 2,912	\$ 3,051	\$ 3,101	\$ 50
62170.1001	Private Contr Svcs - Temp Staff	14,613			
<b>NON-DISCRETIONARY</b>					
62496	F537 Computer Equip Rental	4,097	4,142	4,605	463
		<b>21,622</b>	<b>7,193</b>	<b>7,706</b>	<b>513</b>
<b>PROGRAM TOTAL</b>		<b>\$ 721,342</b>	<b>\$ 726,928</b>	<b>\$ 720,668</b>	<b>\$ (6,260)</b>

# Prosecution Division

## 001.CA03A



This Division prosecutes State misdemeanor violations such as domestic violence, sex abuse and DUI cases, as well as City ordinances. City Prosecutors file, on average, over 4,800 cases each year. Prosecution staff is also responsible, in conjunction with the Police Department, for processing court-ordered restitution collected on behalf of victims and City Departments. Since inception of the program in 1998, over 1.3 million dollars in restitution has been collected.

		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
<b>STAFF YEARS</b>		5.100	5.100	5.100	
<b>SALARIES &amp; BENEFITS</b>					
60001	Salaries & Wages	\$ 487,994	\$ 538,736	\$ 558,705	\$ 19,969
60012	Fringe Benefits	158,621	93,135	80,918	(12,217)
60012.1008	Fringe Benefits - Retiree Benefits		2,550	2,540	(10)
60012.1509	Fringe Benefits - Pension	22,666	101,591	115,745	14,154
60012.1528	Fringe Benefits - Workers Comp	19,719	8,043	7,529	(514)
60022	Car Allowance	227			
60027	Taxes Non-Safety			8,101	8,101
60031	Payroll Adjustment	10,131			
		<b>699,358</b>	<b>744,055</b>	<b>773,538</b>	<b>29,483</b>
<b>MATERIALS, SUPPLIES, SERVICES</b>					
<b>DISCRETIONARY</b>					
62060	Prosecution Assistance	\$ 3,293	\$ 4,800	\$ 4,800	
62140	Special Services	3,538	3,650	3,750	100
<b>NON-DISCRETIONARY</b>					
62496	F537 Computer Equip Rental	3,547	4,438	5,006	568
		<b>10,378</b>	<b>12,888</b>	<b>13,556</b>	<b>668</b>
<b>PROGRAM TOTAL</b>		<b>\$ 709,736</b>	<b>\$ 756,943</b>	<b>\$ 787,094</b>	<b>\$ 30,151</b>

# CITY ATTORNEY

## Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS FY 2013-14	STAFF YEARS FY 2014-15	STAFF YEARS FY 2015-16	CHANGE FROM PRIOR YEAR
City Attorney	1.000	1.000	1.000	
Senior Assistant City Attorney	8.000	9.000	9.000	
Deputy City Attorney	2.000	1.000	1.000	
Litigation Paralegal	1.000	1.000	1.000	
Law Officer Administrator	1.000	1.000	1.000	
Legal Secretary	3.000	3.000	3.000	
Legal Secretarial Clerk	3.000	3.000	3.000	
<b>TOTAL STAFF YEARS</b>	<b>19.000</b>	<b>19.000</b>	<b>19.000</b>	